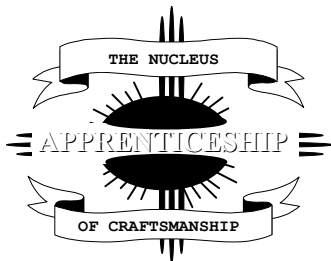




STANDARDS OF APPRENTICESHIP
adopted by

SEATTLE HEAT AND FROST INSULATORS AND ASBESTOS WORKERS
APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
ASBESTOS WORKER		869.664-014	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JANUARY 28, 1956

Initial Approval

By: LAWRENCE CROW
Chairman of Council

JULY 20, 2001

Addendum Amended

By: PATRICK WOODS
Secretary of Council

APRIL 16, 2004

Committee Amended

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NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE GROUP
JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFTS.

The following Standards have been developed by the Western Insulation Contractors Association and the Asbestos Workers Local No. 7, and assisted by the Apprenticeship and Training Division, Washington State Department of Labor and Industries.

1. GEOGRAPHICAL AREA COVERED:

The area covered by these Standards shall be the counties of Chelan, Clallam, Douglas, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Lewis, Mason, Okanogan, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, Whatcom and Yakima in the State of Washington. Rand and McNally's map shall be considered the official map of the trade.

2. MINIMUM QUALIFICATIONS:

Age:	Minimum age of 18
Education:	None
Physical:	Must be able to perform the work of the trade. Evidence of physical ability as evidenced by certification from a qualified doctor of medicine to be provided at the expense of the applicant. A chest x-ray is recommended.
Testing:	Each applicant will be required to submit to a test given by the Apprenticeship Committee. The test will consist of basic trade related math, the ability to read and follow directions and physical and manual skills. A passing grade will be 70% or more of available points. If the applicant does not achieve a passing grade no further processing will be done.
Other:	None

3. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

A. Selection Procedures:

1. Information of apprenticeship openings shall be posted in the Seattle Asbestos Workers Apprenticeship Committee Office and disseminated in accordance with the Washington State Apprenticeship and Training Council Affirmative Action Plan.
2. At least thirty (30) days prior to time of acceptance of applications and at least once annually, except in years when no applications are accepted, a notice shall be given to the proper agencies, in accordance with the Washington State Apprenticeship and Training Council Affirmative Action Plan, that acceptance of applications will begin.

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3. Applications, when available, shall be provided by the Seattle Asbestos Workers Apprenticeship Committee and may be obtained in the Apprenticeship Committee office during hours that will be posted. Applicants will be required to sign for applications, which will be numbered to correspond with their names. No person shall sign for or obtain an application for another person. Completed applications must be returned to the Apprenticeship Committee Office within fourteen (14) calendar days of original receipt.
4. Prior to filing of an application, proof of qualifications as listed in the Addendum Section 2, "Qualifications of Apprentices," must be furnished by applicant.
5. When #4 above has been satisfactorily met, the applicant will be notified when and where to report for further processing and interviewing by the Apprenticeship Committee.
6. Selection of qualified applicants shall be in descending order of ranking.
7. At its option, the Apprenticeship Committee may make an annual purge of the active waiting list of applicants to determine those who have a continuing interest in being considered for the apprenticeship program. Applicants will be notified by first class mail and will be given thirty (30) days to respond. The notice will state that if the applicant does not respond in writing or in person within the given time, they will be considered as no longer interested in the apprenticeship program and their application will be withdrawn and placed in the dead file.
8. The applicant, in person or in writing, must keep the Apprenticeship Committee informed of their current address.
9. There will be no discrimination in apprenticeship or employment during apprenticeship after selections have been made, including but not limited to job assignment, lay-off, termination, rates of pay or other forms of compensation, or conditions of work. All apprentices employed shall be subject to the same job performance requirements.

B. Affirmative Action Plan:

1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.

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3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's sponsor(s).
4. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.
5. Use minority and women (minority and non-minority) journey-level workers and apprentices to promote the affirmative action program.
6. Selection from lists of qualified applicants for apprenticeship, in other than order of ranking, so as to reach women (minority and non-minority) or minorities. To also grant credit for previous trade experience or trade-related courses for all applicants equally.

4. **TERM OF APPRENTICESHIP:**

The term of apprenticeship shall be at least four (4) years or 8000 hours of reasonably continuous employment.

See Section 10, Administrative/Disciplinary Procedures.

5. **PROBATIONARY PERIOD:**

All apprentices shall be subject to a probationary period not to exceed the first 1000 hours of reasonably continuous employment.

6. **RATIO OF APPRENTICES TO JOURNEYMEN:**

The ratio of apprentices shall equal a minimum ratio of one (1) apprentice to four (4) Local #7 mechanics employed in each shop.

7. **WAGE PROGRESSION:**

Apprentices shall be paid on the following Percentage basis in accordance with WAC 296-04-270(2)(c).

1st year	1st six months	50% of journey-level workers rate of pay
1st year	2nd six months	55% of journey-level workers rate of pay
2nd year		65% of journey-level workers rate of pay
3rd year		75% of journey-level workers rate of pay

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4th year

85% of journey-level workers rate of pay

Fringe rates for all apprentices are the same as a Class 2 Journeyman.

For clarification of the preceding: First, second, third, and fourth year rank or advancement of the apprentice and is not intended to mean specific measure of time involved.

No apprentice shall be paid more than the wage rate (including vacation) applicable to his/her rank in the trade.

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8. WORK PROCESSES:

- A. To prevent accidents and to observe the state safety law and orders of the Division of Industrial Safety applying to the industry and orders of industry, each employer will provide necessary safety training for each apprentice prior to the apprentice's use or operation of any equipment and to the performance on any job operation. This on-the-job training in safe practices will be supplemented in the related instruction.
- B. The employer will cooperate with the Apprenticeship Committee as appropriate in their function of providing for first-aid training of apprentices.
- C. The major work processes in which the apprentices will be trained will include preparation, alteration, application, erection, assembling, molding praying, pouring, mixing, hanging, adjusting, repairing, dismantling, removing, reconditioning, maintenance, finishing, and/or weatherproofing of hot or cold surfaces with such materials as may be specified, when those materials are to be installed for the purpose of thermal insulation in voids or to create voids on either piping, fittings, valves, boilers, ducts, flues, tanks, vats, equipment or on any hot or cold surfaces for the purposes of thermal control or to be installed for sound control purposes on mechanical devices, equipment, piping, surfaces related in an integral way to the insulation of such mechanical devices, equipment and piping. This work also includes the handling and distribution of thermal insulation materials on the job site. Although not necessarily in the order listed, the approximate hours, not necessarily continuous, to be spent on each area as are follows:

<u>Asbestos Worker:</u>	<u>D.O.T. # 869-664-014</u>	<u>Approximate Hours</u>
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APPLICATION OF INSULATION MATERIALS AND THEIR FINISHES

- | | | |
|----|---|------|
| 1. | Commercial..... | 2200 |
| | Plumbing-Heating-Air Conditioning | |
| | (Ducts covering and linings including plenums) | |
| | Fire stops and Fire proofing penetrations. | |
| 2. | Industrial and Process Plant..... | 2250 |
| | Piping, vessels, equipment, etc. | |
| | (Breechings, boilers, hoppers, pumps, storage tanks, etc.) Fire | |
| | stops and Fire proofing penetrations. | |
| 3. | Refrigeration and Low Temperature..... | 1000 |
| | (Piping, equipment, vessels and tanks, etc.) | |
| 4. | Ship and Marine Work..... | 1800 |

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(Piping, equipment, intakes, exhausts, heat exchangers,
conditional air ducts, potable water, salt water flushing)

5.	Prefabrication.....	740
	(Fittings, heads, pads, thermal tapes, miters, layouts, and rolled materials)	
6.	Asbestos Awareness and Safety Training.....	10

TOTAL HOURS: 8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS
UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED
IN THESE STANDARDS

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9 RELATED/SUPPLEMENTAL INSTRUCTION:

- A. Each apprentice shall enroll in and attend classes in subjects related to this trade as approved by the State Board for Community and Technical Colleges for a minimum of 144 hours per year.
- B. The methods of related/supplemental training shall consist of one or more of the following:
 - (X) Supervised field trips
 - (X) Approved training seminars
 - () A combination of home study and approved correspondence courses
 - (X) Technical College
 - () Community College
 - () Training trust
 - (X) Other (specify) Asbestos Awareness Training
- C. Hours 160
- D. Satisfactory progress must be maintained in related training classes. (See Section 10, Administrative/Disciplinary Procedures).
- E. A monthly attendance and progress report to the Apprenticeship Committee shall be made by the instructor.
- F. Satisfactory progress must be maintained in related training classes. Satisfactory progress will be defined as the accumulation of all necessary related instruction hours, a passing grade of 70% or better of possible points on all tests or quizzes and all required assignments completed. Failure to maintain satisfactory progress, as defined above will result in one or more of the following disciplinary actions:
 - 1) Delay before advancement to the next wage progression.
 - 2) Citation for cause for failure to maintain satisfactory progress as outlined above.
 - 3) Additional hours of related instruction added to the term of apprenticeship.
 - 4) Cancellation of the apprenticeship agreement.
- G. The Apprenticeship Committee recommends that courses for asbestos workers be limited to those who are actually apprentices in the asbestos workers trade in accordance with these Standards.

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- H. An examination of the apprentice shall be given each year by the rate of pay. In these examinations, the scheduled increase in the Apprenticeship Committee to determine his/her eligibility to receive consideration shall be given to school attendance, progress, and daily employment record of the apprentice.
- I. If any apprentice fails (defined as less than 70% of possible points) the same examination, excluding a year end test or a journey-level exam, three (3) times, given at intervals of not less than seven (7) days and not greater than thirty (30) days, he/she will face cancellation of his/her apprenticeship. If any apprentice fails a year end test or journey-level exam he/she will have an additional 72 hours of related supplemental instruction to complete, over a period of not less than six (6) months before he/she can qualify for a retake of that same exam and/or qualify for advancement to the next wage progression.
- J. The apprentice must notify the Apprenticeship Committee office in writing, within seven (7) calendar days, of any school absence stating the reason for absence. Failure to do so will result in an automatic unexcused absence. An unexcused absence will mean that a one (1) calendar month extension will be added to the apprentice's next advancement after all other requirements have been met. When written communication is received from an apprentice in a timely manner as prescribed above concerning a school absence, the Apprenticeship Committee will examine the excuse at their next regular meeting to determine validity. If the excuse is found to be valid, a make-up class will be assigned and only that class will be considered a makeup. Make-up classes will be predetermined at the beginning of each school year not to exceed a maximum of two (2) per year for reasonable excuse, and up to three (3) additional for work purposes only. If the excuse examined is found to be invalid, it will be considered unexcused and treated as such. More than one unexcused absence during a school year will be adequate reason for the Apprenticeship Committee to request the apprentice to appear before the Apprenticeship Committee for disciplinary action.
- K. It will be the responsibility of each apprentice to notify his/her employer and the Apprenticeship Committee two (2) weeks prior to taking a vacation. Each apprentice will be allowed only one absence, for vacation, from related classes during the regular school year.
- L. Tardiness to class-related training will not be tolerated and apprentices may be called before the Apprenticeship Committee for cause.
- M. Any apprentice who is extended by the Apprenticeship Committee will be required to attend class-related instruction during the extension unless they have fulfilled their four-year requirement for class instruction.

10. **ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

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- A. To review the progress of each apprentice, all parties participating under the Standards may be asked for a report of each apprentice. Apprentices will be reviewed each month during the first year, quarterly during their second year, and every six months thereafter.
- B. Apprentices shall not be arbitrarily moved from one (1) employer to another unless it is to balance the ratio of mechanics to apprentices (4 to 1) without prior notification to the Apprenticeship Coordinator, or to the Apprenticeship Committee if the coordinator is not available.
- C. Each individual apprentice will be judged on his/her own merit.
- D. All Apprentices are required to accept union dispatch to any employment under the appropriate bargaining agreement covering such employment. If dispatch is not accepted, the apprentice will be called before the Apprenticeship Committee, which may result in Apprenticeship Agreement cancellation.

Any apprentice employed by a signatory employer shall not voluntarily quit that employer. A violation of this Standard may result in apprenticeship agreement cancellation or citation for cause.

- E. Each apprentice employed under these Standards is required to apply themselves with diligence and care to the various tasks assigned to them, to protect the property and interests of their employer in a proper manner, to respect and obey rules of the firm, and to conduct themselves at all times in a creditable manner, realizing that much time, money and effort are expended in affording them the opportunity to become a skilled craftsman.
- F. Any apprentice called before the Apprenticeship Committee three (3) times for cause and found in violation of the Standards will face cancellation of his/her apprenticeship.
- G. Apprentices shall be rotated among employers once yearly unless it is determined by the JATC Coordinator that an apprentice is receiving sufficiently broad field training with an individual employer.
- H. No apprentice enrolled in this program shall be eligible to sit as a member of the Apprenticeship Committee.
- I. Allowance may be made for time off due to illness, vacation, seasonal and economic conditions affecting the availability of work as otherwise noted under the work processes schedule. No consideration shall be given to extended periods of interruptions in the work experience for personal or artificial reasons. Two thousand (2000) hours of work continuous employment in a twelve-month continuous period shall be considered reasonably continuous employment.

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However, the Apprenticeship Committee may, by special consideration, allow progress to the next year of advancement at the end of the apprentice's current twelve-month period if a minimum of 1600 hours of work has been accumulated within that period. An apprentice shall be considered to be available for work during the time from union dispatch until termination by the employer. During the period in which the apprentice is available for work, a minimum of 80% of the available hours must be worked or the apprentice will be called before the Apprenticeship Committee, which may result in Apprenticeship Agreement cancellation.

- J. High School Graduate or equivalent will be required prior to completion of the apprenticeship.

11. **COMPOSITION OF COMMITTEE AND ALTERNATES:**

The Seattle Heat and Frost Insulators and Asbestos Workers Apprenticeship Committee shall be composed of three (3) members representing Washington Chapter Associated Insulation Contractors of Western States and three (3) members representing International Association of Heat and Frost Insulators and Asbestos Workers Local No. 7, Seattle and Tacoma, Washington.

THE EMPLOYER REPRESENTATIVES SHALL BE:

Rick Steinmetzer, Chairman
Hudson Bay Ins.
PO Box 94332
Seattle, WA 98124-6632

Tom Reed
E.J. Bartells
PO Box 4160
Renton, WA 98057

Jay Bridgewater
PCI
422 South Forrest Street.
Seattle, WA 98134

Phil Berns (Alternate)
PCI
422 South Forrest Street.
Seattle, WA 98134

THE EMPLOYEE REPRESENTATIVES SHALL BE:

Robert Mitchell, Secretary
Renton Technical College
3000 N.E. 4th St., Box #20
Renton, WA 98056

Steve Dana
4909 64th Street East
Tacoma, WA 98433

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Chuck Williams
2507 North Adams Street
Tacoma, WA 98406

Larry Nettekoven (Alternate)
18027-246th SE
Maple Valley, WA 98038

12. SUBCOMMITTEE: (None)

13. TRAINING DIRECTOR/COORDINATOR:

Douglas B. Steinmetzer
Renton Technical College
3000 N.E. 4th St., Box #20
Renton, WA 98056